PROcurement Management Information System

PROMIS

BUYER UPDATE

Prepared by: Distributed Information Systems (DIS)
August 31, 1999

Introduction

The purpose of this information is to familiarize the buyer with the electronic buyer update system. This system allows the buyer to update their workload information online. The update information is reported weekly in the "Buyer Status Report". A copy of this report is distributed to the buyer and Department Heads each week. Failure to update information regarding open Procurement Request (PR) can result in on time actions appearing to be late. Actions that are actually late can be explained by updating Interim PR milestones.

If you find that this information is insufficient for your needs and you need more information, contact Kathy Blevins, 544-0382.
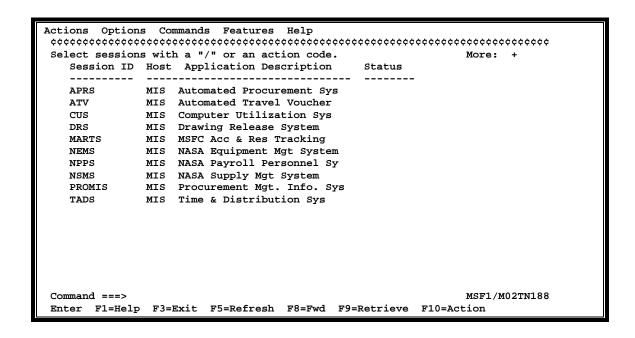
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LOG ON

DDS

STEPS:

1. On the Desktop, double click on the DDS folder.
2. Double click on the Host folder.
3. Double click on the IBM 3090 Hosts folder.
4. Drag icon over to desktop for short to the MIS3090.
5. Double click on the MIS 3090 icon. This will initiate the log on process into the IBM 3090.
6. Now you may choose which application you need to log onto. Arrow down to where your cursor is on the underline by PROMIS.
7. Hit <ENTER>. This will get you directly into PROMIS.

```
 Actions  Options  Commands  Features  Help
 ¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢¢
 Select sessions with a "/" or an action code.              More:  +
    Session ID  Host  Application Description      Status
    ----------  --------------------------------  --------
    APRS        MIS   Automated Procurement Sys
    ATV         MIS   Automated Travel Voucher
    CUS         MIS   Computer Utilization Sys
    DRS         MIS   Drawing Release System
    MARTS       MIS   MSFC Acc & Res Tracking
    NEMS        MIS   NASA Equipment Mgt System
    NPPS        MIS   NASA Payroll Personnel Sy
    NSMS        MIS   NASA Supply Mgt System
    PROMIS      MIS   Procurement Mgt. Info. Sys
    TADS        MIS   Time & Distribution Sys




 Command ===>                                        MSF1/M02TN188
 Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action
```

SECURITY

- ## ACCESSING PR'S

```
 PISU010M                 PROMIS SECURITY INQUIRY              08/30/1999 09:17AM

 USER ID: DOEXXJS_  NAME (FML): Jane_____ ____ DOE_____  BUYER CODE: 22-X
 DEFAULT PRINTER ID: 4712_A112_A_____  PRINTER NODE: MSFC-PRT1_
      OFFICE SYMBOL: PS22                    PHONE NUMBER: ( 256 )  544 -  1111


                 (NOTE: MODE VALUES ARE 1=READ 2=UPDATE 3=MANAGER)
 ACCESS/MODE  DESC           ACCESS/MODE  DESC           ACCESS/MODE   DESC
  BTCH 1 BATCH MENU           PRCL 1 PR CLOSED           ____ _
  BYER 1 BUYER UPDATE         PROP 1 PR OPEN             ____ _
  CMCL 1 CON MOD CLOSED       QURY 1 QUERY MENU          ____ _
  CMFI 1 COMMODITY/FOI        SCRT 1 SECURITY            ____ _
  CMOP 1 CON MOD OPEN         SECR 1 SECURITY MENU       ____ _
  CNCL 1 CONTRACT CLOSED      SOLC 1 SOLICITATIONS       ____ _
  CNOP 1 CONTRACT OPEN        SPVR 2 SUPERVISOR MENU     ____ _
  HSTR 1 HISTORY              UPDT 2 UPDATE MENU         ____ _
  INQR 1 INQUIRY MENU         VEND 1 VENDOR              ____ _
  PLAN 1 PR PLAN              22-X 2                     ____ _
  POCL 1 PO CLOSED            ____ _                     ____ _
  POOP 1 PO OPEN              ____ _                     ____ _
  PPTP 1 PP TPA CODES         ____ _                     ____ _
                                                         ____ _
 MODE: DI SEL: U    (DI=DETAIL, ENTER=MORE, ?=HELP, PF3=MENU, PF4=KEY, Q=QUIT
```

- ## Anyone who has access to PROMIS may review most of the data contained in the system.

- **UPDATING PR's**

Access is granted based on internal PROMIS security.

```
 PISU010M                    PROMIS SECURITY INQUIRY          08/30/1999 09:31AM

 USER ID: DOEXXJS_  NAME (FML): Jane_____ DOE_____ BUYER CODE: 22-X
 DEFAULT PRINTER ID: 4712_A112_A_____ PRINTER NODE: MSFC-PRT1_
      OFFICE SYMBOL: PS22                    PHONE NUMBER: ( 256 )  544 -  1111


                    (NOTE: MODE VALUES ARE 1=READ 2=UPDATE 3=MANAGER)
 ACCESS/MODE  DESC           ACCESS/MODE  DESC            ACCESS/MODE   DESC
  BTCH 1 BATCH MENU           PRCL 1 PR CLOSED             _____ _
  BYER 1 BUYER UPDATE         PROP 1 PR OPEN               _____ _
  CMCL 1 CON MOD CLOSED       QURY 1 QUERY MENU            _____ _
  CMFI 1 COMMODITY/FOI        SCRT 1 SECURITY              _____ _
  CMOP 1 CON MOD OPEN         SECR 1 SECURITY MENU         _____ _
  CNCL 1 CONTRACT CLOSED      SOLC 1 SOLICITATIONS         _____ _
  CNOP 1 CONTRACT OPEN        SPVR 2 SUPERVISOR MENU       _____ _
  HSTR 1 HISTORY              UPDT 2 UPDATE MENU           _____ _
  INQR 1 INQUIRY MENU         VEND 1 VENDOR                _____ _
  PLAN 1 PR PLAN              22-X 2                       _____ _
  POCL 1                      _____ _                      _____ _
  POOP 1 PO OPEN              _____ _                      _____ _
  PPTP 1 PP TPA CODES         _____ _                      _____ _
                                                           _____ _
 MODE: SI SEL: U    (DI=DETAIL, ENTER=MORE, ?=HELP, PF3=MENU, PF4=KEY, Q=QUIT
```

- **22-A would have update privileges for any PR's assigned to 22-A.**

- **22** would have update privileges for any PR's in Group 22.**

- **2*** would have update privileges for any PR's within Group 2.**

- ****** may update any PR in the system.**

- **LOCKOUTS**

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*           SSSSSSSSSS      TTTTTTTTTTTT      OOOOOOOOOOOO      PPPPPPPPPPP   *
*          SSSSSSSSSSSS     TTTTTTTTTTTT     OOOOOOOOOOOO      PPPPPPPPPPPP  *
*        SS                      TT              OO      OO     PP        PP    *
*        SS                      TT              OO      OO     PP        PP    *
*        SSS                     TT              OO      OO     PP      PP      *
*        SSSSSSSS                TT              OO      OO     PPPPPPPPPPPP    *
*        SSSSSSSS                TT              OO      OO     PPPPPPPPPPPP    *
*              SSS               TT              OO      OO     PP              *
*              SS                TT              OO      OO     PP              *
*   SS         SS                TT              OO      OO     PP              *
* SSSSSSSSSSSS                   TT         OOOOOOOOOOOO        PP              *
* SSSSSSSSSS                     TT          OOOOOOOOOOOO       PP              *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*           ACCESS HAS BEEN DENIED BY THE PROCUREMENT OFFICE!              *
*        1. REPORTING IS IN PROCESS & UPDATING IS NOT ALLOWED!             *
*           (USUALLY ON FRIDAYS & THE LAST WORKING DAY OF THE MONTH)       *
*        2. YOU ARE NOT AUTHORIZED FOR THIS FUNCTION!                      *
*                                                                         *
*        FOR INFORMATION CONTACT RICK GLOVER: PS14 EXT: 4-0288            *
*                                                                         *
*        (HIT ENTER FOR MENU)                                             *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

NOTE:

- **See explanation on this screen.**
- **PrOMIS is locked out on Fridays and the last working day of the month. If you receive this message any other time, contact Rick Glover at 4-0288.**

INQUIRY SYSTEM

- **Overview**

```
*** PROCUREMENT MANAGEMENT INFORMATION SYSTEM ***
  PIMU000I       ALLISPS   ALLISON PS                    08/30/1999 11:09

 SEL       DESCRIPTION                     SEL        DESCRIPTION
 ---  ------------------------------       ---  ------------------------------
  A = PLANNED PROCUREMENTS                  M = VENDORS (BY NAME OR AWARDS)
  B = PROCUREMENT REQUEST OPEN              N = VENDOR PROFILE
  C = PROCUREMENT REQUEST CLOSED            O = CREDIT CARD VENDOR LOOKUP
  D = PROCUREMENT REQUEST STATUS            P = VENDOR SOURCES
  E = CONTRACT OPEN                         Q = SOLICITATIONS
  F = CONTRACT CLOSED                       R = BUYER/MANAGER CODES
  G = CONTRACT MOD OPEN                     S = COMMODITY CODES
  H = CONTRACT MOD CLOSED                   T = TPA CODES
  I = PURCHASE ORDER OPEN                   U = SECURITY
  J = PURCHASE ORDER CLOSED                 V = DOCUMENTATION
  K = PR/CONTRACT/PO HISTORY                W = SUPAR (UNILATERAL ACTIONS)
  L = CONTRACT/PURCHASE ORDER STATUS        X = F.O.B. FOR OPEN PURCHASE ORDERS

                        MODE: ?_
                         SEL: _

 MODE: SI SIMPLE INQ, LI LIST INQ, DI DETAIL INQ, LP LIST PRINT, DP DETAIL PRINT
       BU BUYER UPDATE, OU ORIG UPDATE, Q QUIT     (? HELP, F2 MENU, F11 LOGOFF)
```

Help is available on all screens by placing a "?" in the first position of mode and hitting <ENTER>.

The PrOMIS Inquiry System was designed as a user friendly system for buyers/contract specialist and reporting personnel to use for obtaining information from the PrOMIS database. This system allows for updating by the individual buyers/contract specialist. This screen is the Main Menu for using this system.

```
 PIMU000I                  PROMIS HELP SCREEN              08/30/1999 14:55
                              MODE SELECTION
 SI (SIMPLE-INQUIRY)
    ALLOWS INQUIRY OF A SINGLE RECORD. SUCH AS; PR (DCN) & SUP NUMBERS FOR PR
    SELECTIONS, PO NUMBER FOR PO SELECTIONS, ETC...  ONE RECORD PER SCREEN IS
    DISPLAYED.
 LI (LIST-INQUIRY)
    ALLOWS INQUIRY BY A SELECTED NUMBER OF FIELDS INCLUDING RANGES OF DATA.
    ALSO, ALLOWS SELECTION OF FIELDS TO BE DISPLAYED.  (NOTE: THE NUMBER OF
    FIELDS IS LIMITED TO THE NUMBER THAT WILL FIT ON 1 LINE).  DEFAULT FIELDS
    ARE PROVIDED. MULTIPLE RECORDS PER SCREEN ARE DISPLAYED.
 DI (DETAIL-INQUIRY)
    ALLOWS INQUIRY BY A SELECTED NUMBER OF FIELDS INCLUDING RANGES OF DATA.
    DISPLAY FIELD SELECTION IS ALLOWED PROVIDING THE CAPABILITY OF SWITCHING
    TO MODE 'LI' (SEE ABOVE).  ONE RECORD PER SCREEN IS DISPLAYED.
 BU (BUYER-UPDATE) ALLOWS UPDATE OF PR TRACKING, PR DESCRIPTION, AND ESTIMATED
    AMOUNT FOR OPEN PR'S.
 LP (LIST-PRINT) ALLOWS BATCH PRINTING OF 'LI' OPTION
 DP (DETAIL-PRINT) ALLOWS BATCH PRINTING OF 'DI' OPTION
 ?  (HELP) AVAILABLE PER SCREEN
 Q  (QUIT) RETURNS TO INQUIRY MENU

 ( F2 FETCH THE INQUIRY MENU,  F10 FETCH THE DIRECTORY MENU,  F11 LOGOFF )
```

This is the PrOMIS Help (?) screen. It describes each mode available for inquiries and to update data. After viewing the help screen, hitting <ENTER> will return to the screen where help was initiated.

The following modes are available for viewing and updating information that goes into the Buyer Status Report.

Mode:

- **SI – Simple Inquiry is used when you know the document control number (ex. purchase order, contract and purchase request numbers). The SI Mode is a "view only" mode.**

- **LI – List Inquiry allows a selection criteria and specification of elements to be listed with multiple records per screen. The LI Mode is used when you need information listed by certain criteria such as buyer code, TPA, expiring funds. The LI Mode is a "view only" mode.**

- **DI – Detail Inquiry allows a selection criteria and displays one record per screen but all data elements shown. The DI Mode is a "view only" mode.**

- **The modes may be switched at any point in the inquiry, from LI to DI to SI to view data. The mode can be switched to update by using BU.**

- **Placing a "P" in the last position of mode will print a report (either detail or list) of the inquiry. For instance, printing a list would be LP.**

- **On a list print (LP), the detail line is expanded from 80 characters to 132.**

- **DIRECT BUYER UPDATE**

```
              *** PROCUREMENT MANAGEMENT INFORMATION SYSTEM ***
   PIMU000I      ALLISPS    ALLISON PS                    08/30/1999 12:57

   SEL       DESCRIPTION                     SEL        DESCRIPTION
   ---   ------------------------------      ---   ------------------------------
    A = PLANNED PROCUREMENTS                  M = VENDORS (BY NAME OR AWARDS)
    B = PROCUREMENT REQUEST OPEN              N = VENDOR PROFILE
    C = PROCUREMENT REQUEST CLOSED            O = CREDIT CARD VENDOR LOOKUP
    D = PROCUREMENT REQUEST STATUS            P = VENDOR SOURCES
    E = CONTRACT OPEN                         Q = SOLICITATIONS
    F = CONTRACT CLOSED                       R = BUYER/MANAGER CODES
    G = CONTRACT MOD OPEN                     S = COMMODITY CODES
    H = CONTRACT MOD CLOSED                   T = TPA CODES
    I = PURCHASE ORDER OPEN                   U = SECURITY
    J = PURCHASE ORDER CLOSED                 V = DOCUMENTATION
    K = PR/CONTRACT/PO HISTORY                W = SUPAR (UNILATERAL ACTIONS)
    L = CONTRACT/PURCHASE ORDER STATUS        X = F.O.B. FOR OPEN PURCHASE ORDERS

                        MODE: BU
                         SEL: B

   MODE: SI SIMPLE INQ, LI LIST INQ, DI DETAIL INQ, LP LIST PRINT, DP DETAIL PRINT
         BU BUYER UPDATE, OU ORIG UPDATE, Q QUIT    (? HELP, F2 MENU, F11 LOGOFF)
```

In this mode the buyer can actually update information

STEPS:

1. *enter* **MODE: <BU> SEL <B> <ENTER> to get to the next screen where you can enter the Procurement Request number for updating.**

```
08/30/1999 01:03PM          PROMIS PR OPEN                    PISB010I

















 ENTER PR #: 111111111 SUP #: __ CA #: ___ MODE: BU SEL: B (MODE: ?=HELP,Q=QUIT)
```

STEPS:

1. Enter the Procurement Request number <ENTER>. This will take you to the buyer update screen.

```
08/30/1999 01:05PM      PROMIS PR OPEN BUYER UPDATE OPTION          ITEM #: 0000
 PR #: 111111111 SUP #:    CA #:    DO #: 0   TPA CODE: __ KPO #: _____
BUYER: 22-C GLORIA  COFFEY              EXT: 9187    ORIG: AB01      INC FUND: _
DUMMY PR FOR CLASS_____      NEEDED:            COORD: 0        EMER FLAG:
_____   CREATED: 08/30/1999 FED SUP: 0        HQ FLAG: 0
_____ LEAD TIME:   0          AGE:   0  MIDRANGE DISP: __
_____ LAST UPDT: 8/30/1999  13:03 ALLISPS
_____ SYN REL DT: _____      EST SOL REL DT: _____
------ PR REMARKS ------     --- ACCOUNTING CODE ----  EXP FNDS     COMMITED $
_____  1.                                       .00
_____  2.                                       .00
_____  3.                                       .00
_____                     TOTAL CMTD $:         .00
_____                     EST $: 000000000000.00
-- MILESTONE --     SCHED    RESCHD   *   ACTUAL STEP   DATE  -DESCRIPTION-
1. PROC PKG CMPL              _____ _ _____ - _____
2. SOLICIT ISSUE             _____ _ _____ - _____
3. PROPOSAL RCVD             _____ _ _____ - _____
4. TECH EVAL                 _____ _ _____ - _____
5. PRICING RPT               _____ _ _____ - _____
6. NEGOTIATED                _____ _ _____ - _____
7. AWARD                     _____ _
PILB060I MODE: BU SEL: B (MODE: BU=UPDATE, ?=HELP, Q=QUIT)
```

1. **This screen is where the buyer can make changes to information regarding a particular Procurement Request.**

These fields are discussed on page 26 of this document. Also, refer to the PS-OWI-3 for more information.

```
08/30/1999 01:05PM      PROMIS PR OPEN BUYER UPDATE OPTION       ITEM #: 0000
 PR #: 111111111 SUP #:    CA #:     DO #: 0   TPA CODE: __ KPO #: _____
BUYER: 22-C GLORIA  COFFEY           EXT: 9187    ORIG: AB01    INC FUND: _
DUMMY PR FOR CLASS_____     NEEDED:          COORD: 0      EMER FLAG:
_____ CREATED: 08/30/1999 FED SUP: 0     HQ FLAG: 0
_____ LEAD TIME:  0         AGE:  0  MIDRANGE DISP: __
_____ LAST UPDT: 8/30/1999  13:03 ALLISPS
_____ SYN REL DT: _____    EST SOL REL DT: _____
------ PR REMARKS ------      --- ACCOUNTING CODE ----  EXP FNDS     COMMITED $
_____ 1.                                        .00
_____ 2.                                        .00
_____ 3.                                        .00
_____             TOTAL CMTD $:                 .00
_____             EST $: 000000000000.00
-- MILESTONE --    SCHED     RESCHD   *   ACTUAL STEP   DATE   -DESCRIPTION-
1. PROC PKG CMPL             _____ _ _____ - _____
2. SOLICIT ISSUE             _____ _ _____ - _____
3. PROPOSAL RCVD             _____ _ _____ - _____
4. TECH EVAL                 _____ _ _____ - _____
5. PRICING RPT               _____ _ _____ - _____
6. NEGOTIATED                _____ _ _____ - _____
7. AWARD                     _____ _
PILB060I MODE: QU SEL: B (MODE: BU=UPDATE, ?=HELP, Q=QUIT)
```

STEPS:

1. **To return to the main menu from this screen, enter <Q> in mode and hit <ENTER>.**

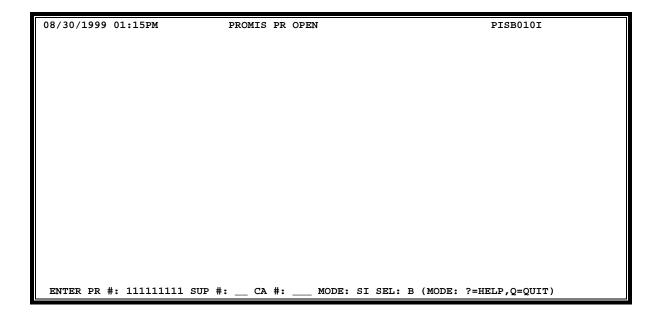## • UPDATE FROM SIMPLE INQUIRY

```
            *** PROCUREMENT MANAGEMENT INFORMATION SYSTEM ***
   PIMU000I        ALLISPS    ALLISON PS                    08/30/1999 13:12

   SEL       DESCRIPTION                    SEL         DESCRIPTION
   ---   ----------------------------       ---   --------------------------------
    A = PLANNED PROCUREMENTS                 M = VENDORS (BY NAME OR AWARDS)
    B = PROCUREMENT REQUEST OPEN             N = VENDOR PROFILE
    C = PROCUREMENT REQUEST CLOSED           O = CREDIT CARD VENDOR LOOKUP
    D = PROCUREMENT REQUEST STATUS           P = VENDOR SOURCES
    E = CONTRACT OPEN                        Q = SOLICITATIONS
    F = CONTRACT CLOSED                      R = BUYER/MANAGER CODES
    G = CONTRACT MOD OPEN                    S = COMMODITY CODES
    H = CONTRACT MOD CLOSED                  T = TPA CODES
    I = PURCHASE ORDER OPEN                  U = SECURITY
    J = PURCHASE ORDER CLOSED                V = DOCUMENTATION
    K = PR/CONTRACT/PO HISTORY               W = SUPAR (UNILATERAL ACTIONS)
    L = CONTRACT/PURCHASE ORDER STATUS       X = F.O.B. FOR OPEN PURCHASE ORDERS

                         MODE: SI
                         SEL: B

   MODE: SI SIMPLE INQ, LI LIST INQ, DI DETAIL INQ, LP LIST PRINT, DP DETAIL PRINT
         BU BUYER UPDATE, OU ORIG UPDATE, Q QUIT    (? HELP, F2 MENU, F11 LOGOFF)
```

STEPS:

1. **For running a Simple Inquiry (SI) for a particular Procurement Request (PR) return to the main menu as above, enter mode<SI> and <B> in SEL and <ENTER>.**

Note: Updates cannot be made to PR's in the SI mode, but can go from this screen to a BU mode and enter data.

```
08/30/1999 01:15PM          PROMIS PR OPEN                        PISB010I

















 ENTER PR #: 111111111 SUP #: __ CA #: ___  MODE: SI SEL: B (MODE: ?=HELP,Q=QUIT)
```

STEPS:

1. This screen is where the Procurement Request (PR) number is entered. Enter PR number and <ENTER>. The PR screen must be reached before data entry is possible from this mode.

```
 08/30/1999 01:15PM            PROMIS PR OPEN                    PISB010I
 PR #: 111111111 SUP #:    CA #:    DO #:    TPA CODE:     KPO #:
BUYER: 22-C GLORIA  COFFEY              EXT: 9187    ORIG: AB01    EMER FLAG:
DUMMY PR FOR CLASS          NEEDED:            COORD:        INC FUND:
                          CREATED: 08/30/1999   FED SUP: 0     HQ FLAG: 0
                        LEAD TIME:    0        AGE:    0 MIDRANGE DISP:
                      LAST UPDATE: 08/30/1999 13:03 ALLISPS
                        SYN REL DT:              EST SOL REL DT:
------ PR REMARKS ------      --- ACCOUNTING CODE ---- EXP FNDS     COMMITED $
                          1.                                           .00
                          2.                                           .00
                          3.                                           .00
                            EST $            .00  TOTAL               .00

-- MILESTONE ---- SCHEDULE   RESCHED    ACTUAL   -------- COMMENTS ---------
1. PROC PKG COMPL                                        -
2. SOLICIT ISS                                           -
3. PROPOSAL RECVD                                        -
4. TECH EVAL CMPL                                        -
5. PRICING CMPL                                          -
6. NEGOTIATED                                            -
7. AWARD
ENTER PR #: _____ SUP #: __ CA #: ___ MODE: SI SEL: B (MODE: ?=HELP,Q=QUIT)
```

STEPS:

1. **After hitting <Enter>, the Procurement Request (PR) information can be viewed as above, but not changed.**

```
08/30/1999 01:20PM      PROMIS PR OPEN BUYER UPDATE OPTION          ITEM #: 0000
 PR #: 111111111 SUP #:     CA #:     DO #: 0   TPA CODE: __  KPO #: _____
BUYER: 22-C GLORIA  COFFEY              EXT: 9187     ORIG: AB01     INC FUND: _
DUMMY PR FOR CLASS_____      NEEDED:              COORD: 0       EMER FLAG:
_____      CREATED: 08/30/1999 FED SUP: 0      HQ FLAG: 0
_____   LEAD TIME:   0           AGE:   0  MIDRANGE DISP: __
_____   LAST UPDT: 8/30/1999  13:03 ALLISPS
_____   SYN REL DT: _____      EST SOL REL DT: _____
------ PR REMARKS ------     --- ACCOUNTING CODE ----  EXP FNDS      COMMITED $
_____  1.                                            .00
_____  2.                                            .00
_____  3.                                            .00
_____               TOTAL CMTD $:                    .00
_____                  EST $: 000000000000.00
-- MILESTONE --     SCHED     RESCHD   *   ACTUAL STEP   DATE   -DESCRIPTION-
1. PROC PKG CMPL              _____ _ _____ - _____
2. SOLICIT ISSUE             _____ _ _____ - _____
3. PROPOSAL RCVD             _____ _ _____ - _____
4. TECH EVAL                 _____ _ _____ - _____
5. PRICING RPT               _____ _ _____ - _____
6. NEGOTIATED                _____ _ _____ - _____
7. AWARD                     _____ _
PILB060I MODE: BU SEL: B (MODE: BU=UPDATE, ?=HELP, Q=QUIT)
```

STEPS:

1. **To make desired changes to the Procurement Request (PR) information, change mode to BU and hit <ENTER>. At this point, changes can be made to the PR information. These changes are discussed fully in the Updated Fields portion of the document.**

```
08/30/1999 01:20PM      PROMIS PR OPEN BUYER UPDATE OPTION        ITEM #: 0000
 PR #: 111111111 SUP #:    CA #:    DO #: 0   TPA CODE: __ KPO #: _____
BUYER: 22-C GLORIA  COFFEY              EXT: 9187    ORIG: AB01     INC FUND: _
DUMMY PR FOR CLASS_____       NEEDED:              COORD: 0       EMER FLAG:
_____   CREATED: 08/30/1999 FED SUP: 0       HQ FLAG: 0
_____   LEAD TIME:   0        AGE:   0  MIDRANGE DISP: __
_____   LAST UPDT: 8/30/1999  13:03 ALLISPS
_____   SYN REL DT: _____      EST SOL REL DT: _____
------ PR REMARKS ------      --- ACCOUNTING CODE ----  EXP FNDS      COMMITED $
_____   1.                                          .00
_____   2.                                          .00
_____   3.                                          .00
_____                        TOTAL CMTD $:          .00
_____                            EST $: 000000000000.00
-- MILESTONE --    SCHED    RESCHD   *   ACTUAL STEP    DATE   -DESCRIPTION-
1. PROC PKG CMPL            _____ _ _____ - _____
2. SOLICIT ISSUE           _____ _ _____ - _____
3. PROPOSAL RCVD           _____ _ _____ - _____
4. TECH EVAL               _____ _ _____ - _____
5. PRICING RPT             _____ _ _____ - _____
6. NEGOTIATED              _____ _ _____ - _____
7. AWARD                   _____ _
PILB060I MODE: QU SEL: B (MODE: BU=UPDATE, ?=HELP, Q=QUIT)
```

STEPS:

1. After update is complete you may return to the inquiry menu by entering a <Q> in mode and hit <ENTER>.

- ## UPDATE FROM LIST INQUIRY

```
          *** PROCUREMENT MANAGEMENT INFORMATION SYSTEM ***
 PIMU000I      ALLISPS   ALLISON PS                      08/30/1999 13:38

 SEL      DESCRIPTION                   SEL        DESCRIPTION
 ---  ----------------------------      ---  ----------------------------
  A = PLANNED PROCUREMENTS               M = VENDORS (BY NAME OR AWARDS)
  B = PROCUREMENT REQUEST OPEN           N = VENDOR PROFILE
  C = PROCUREMENT REQUEST CLOSED         O = CREDIT CARD VENDOR LOOKUP
  D = PROCUREMENT REQUEST STATUS         P = VENDOR SOURCES
  E = CONTRACT OPEN                      Q = SOLICITATIONS
  F = CONTRACT CLOSED                    R = BUYER/MANAGER CODES
  G = CONTRACT MOD OPEN                  S = COMMODITY CODES
  H = CONTRACT MOD CLOSED                T = TPA CODES
  I = PURCHASE ORDER OPEN                U = SECURITY
  J = PURCHASE ORDER CLOSED              V = DOCUMENTATION
  K = PR/CONTRACT/PO HISTORY             W = SUPAR (UNILATERAL ACTIONS)
  L = CONTRACT/PURCHASE ORDER STATUS     X = F.O.B. FOR OPEN PURCHASE ORDERS

                     MODE: LI
                      SEL: B

 MODE: SI SIMPLE INQ, LI LIST INQ, DI DETAIL INQ, LP LIST PRINT, DP DETAIL PRINT
       BU BUYER UPDATE, OU ORIG UPDATE, Q QUIT     (? HELP, F2 MENU, F11 LOGOFF)
```

STEPS:

1. **This function is available for finding data within certain criteria such as buyer code, Procurement Request (PR) number and expiring funds. This function produces a list with some criteria, but will not give the detail for each item that you get under DI or SI mode.**

```
PROMIS PR OPEN: (ENTER VALUES IN DESIRED FIELDS)          08/30/1999 01:42PM
  -------FIELD NAME-------     ------FROM------          ----THRU--- SORT = 1,2,3
         PR/SUP/SPLIT NUMBER = _____ ___      -  _____ ___    1 / _
         CONTRACT/PO NUMBER = _____          -  _____              _
           SYNOPSIS REL DATE = _____           -  _____               _
    SCHED AWD DATE (YYYYMMDD) = _____           -  _____               _
              EMERGENCY FLAG = _                  -  _                      _
    DATE-CREATED (YYYYMMDD) = _____             -  _____               _
                        TPA = __                  -  __                     _
    DAYS (+) OR (-) SCHEDULE = _____              -  _____
        PROGRAM CODE UPN/SYS = ___ / __            -  ___ / __
          ESTIMATED AMOUNT $ = _____    -  _____       _
            FED SUPPLY GROUP = ____               -  ____                   _
          CO-ORDINATOR CODE = __                  -  __                     _
               MIDRANGE DISP = __                  -  __                     _
                 BUYER CODE = 22-C                -  ____                   _
            LAB/OFFICE CODE = __                  -  __                     _
             ORIGINATOR CODE = ____                -  ____                   _
      LAST MILESTONE NUMBER = _                   -  _                      _
         EST SOLICIT REL DATE = _____           -  _____
                     PR AGE = ____                -  ____
              EXPIRING FUNDS = _
    PILB010I MODE: LI SEL: B (DI=DETAIL, LI=LIST, ?=HELP, BU=BUYER UPDATE, Q=QUIT)
```

The example above shows an inquiry that will begin a list by
buyer code and sorted by Procurement Request (PR) number.

STEPS:

1. *enter* Buyer-Code: <22-C>
2. *enter* SORT on PR & SUP NUMBER: <ENTER>

In order to sort data in the order that you would like for it
appear on the screen or in a report, tab over to the right
column under "Sort" and enter the sorting order (1, 2, or 3).
Sorting will help you see the data easier and if there is more
that one that fits the criteria, the data will be listed in
alpha/numeric order.

```
 PILB020I                  PROMIS PR OPEN                08/30/1999 01:47PM
                 ('X' OR ANY CHARACTER DISPLAYS A FIELD)
 _ 01 - ACCOUNTING CODE    _ 20 - EMERGENCY          _ 39 - MS STEP DATE (ALL)
 _ 02 - ACT MS DATE(ALL)   X 21 - EST $ TOTAL        _ 40 - MS STEP DESC (ALL)
 _ 03 - ACT MS DATE (1)    _ 22 - EST SOLIC REL DATE _ 41 - ORIG CODE
 _ 04 - ACT MS DATE (2)    _ 23 - EXPIRING FUNDS     _ 42 - ORIG MS DATE (ALL)
 _ 05 - ACT MS DATE (3)    _ 24 - FED SUP GROUP      X 43 - PR #
 _ 06 - ACT MS DATE (4)    _ 25 - INC FUND           _ 44 - PR AGE
 _ 07 - ACT MS DATE (5)    _ 26 - K/PO               _ 45 - PR LEAD TIME
 _ 08 - ACT MS DATE (6)    _ 27 - LAB/OFFICE         X 46 - PR DESC (ALL)
 _ 09 - ACT MS DATE (7)    _ 28 - LAST CHANGED       _ 47 - PR DESC (1)
 _ 10 - AHEAD/BEHIND SCD   _ 29 - LAST MS            _ 48 - PROJ NEED DATE
 X 11 - BUYER CODE         _ 30 - LAST MS DATE       _ 49 - RESCD MS DATE(ALL)
 _ 12 - BUYER NAME         _ 31 - LAST MS DESC       _ 50 - RECD DATE
 X 13 - CA (SPLIT #)       _ 32 - LAST MS STEP       _ 51 - REMARKS
 _ 14 - CHANGED BY         _ 33 - LAST MS STEP DATE  _ 52 - SCHED AWARD DATE
 _ 15 - CO-ORD CODE        _ 34 - LAST MS STEP DESC  X 53 - SUPPLEMENT #
 _ 16 - CMTD $ BY CODE     _ 35 - MIDRANGE DISP      _ 54 - SYNOPSIS REL DATE
 _ 17 - CMTD $ TOTAL       _ 36 - MS # (ALL)         X 55 - TPA
 _ 18 - DATE CREATED       _ 37 - MS DESC (ALL)      _ 56 - UPN
 _ 19 - DELIVERY ORDER #   _ 38 - MS STEP (ALL)


 MODE: LI SEL: B        (DI=DETAIL, LI=LIST, BU=BUYER UPDATE, ?=HELP, Q=QUIT)
```

NOTES:

- **Screen displays assigned default fields from the PR.**

- **Accept defaults or select desired fields and hit <ENTER>.**

- **"X" any field that you would want to display on report or on the screen.**

- **The screen will only display 80 characters. When printing, 132 characters will print.**

```
08/30/1999 01:51PM              PROMIS PR OPEN                    PAGE
   1

ITEM #   PR #    SP C-A BUYR    EST TOTAL $           DESCRIPTION       TPA
------ --------- -- --- ---- ------------------ ------------------------ ---

   1.  111111111       22-C                      DUMMY PR FOR CLASS
   2.  19EDC4839       22-C        23,000.00     RETRACTABLE PIN TOOL      30
                                                 LOAD-DETECTING UPGRADE
   3.  1921C3723       22-C        29,000.00     REPLACEMENT VACUUM        30
                                                 SYSTEM FOR MARTIAN
                                                 SIMULATION CHAMBER
   4.  1921C4062       22-C        20,500.00     TEMPERATURE/HUMIDITY      30
                                                 CHAMBER
   5.  1921C4380       22-C        18,050.00     LAB VACUUM MIXER          30
   6.  1921C4633       22-C         3,995.00     TEMPERATURE AND           30
                                                 HUMIDITY RECORDERS
   7.  1921C4694       22-C        27,090.00     POTENTIOSTAT              30
   8.  1921C4729       22-C         3,050.00     THERMAL SPRAY             30
                                                 REPLACEMENT PARTS
   9.  1921C4739       22-C         2,700.00     PLASMA SPRAY ANODES       30

PILB030I MODE: BU SEL: B ITEM # 1    (DI=DETAIL, LI=LIST, ?=HELP; Q=QUIT)
```

The above is a listing of Procurement Request's (PR) from query on previous page.

STEPS:

1. **To view an individual PR and make changes,** *enter* **MODE: <BU> <TAB> ITEM: <1> (the item number of the PR) and<ENTER> to view any PR/Item in the Buyer Update mode.**

```
08/30/1999 01:54PM     PROMIS PR OPEN BUYER UPDATE OPTION        ITEM #: 0001
 PR #: 111111111 SUP #:    CA #:    DO #: 0  TPA CODE: __ KPO #: _____
BUYER: 22-C GLORIA  COFFEY            EXT: 9187    ORIG: AB01    INC FUND: _
DUMMY PR FOR CLASS_____     NEEDED:          COORD: 0      EMER FLAG:
_____     CREATED: 08/30/1999 FED SUP: 0     HQ FLAG: 0
_____     LEAD TIME:  0        AGE:  0  MIDRANGE DISP: __
_____     LAST UPDT: 8/30/1999  13:03 ALLISPS
_____     SYN REL DT: _____     EST SOL REL DT: _____
------ PR REMARKS ------     --- ACCOUNTING CODE ---- EXP FNDS     COMMITED $
_____  1.                                          .00
_____  2.                                          .00
_____  3.                                          .00
_____            TOTAL CMTD $:                     .00
_____            EST $: 000000000000.00
-- MILESTONE --    SCHED     RESCHD  *  ACTUAL STEP   DATE  -DESCRIPTION-
1. PROC PKG CMPL            _____ _ _____ - _____
2. SOLICIT ISSUE           _____ _ _____ - _____
3. PROPOSAL RCVD           _____ _ _____ - _____
4. TECH EVAL               _____ _ _____ - _____
5. PRICING RPT             _____ _ _____ - _____
6. NEGOTIATED              _____ _ _____ - _____
7. AWARD                   _____ _
PILB060I MODE: BU SEL: B (MODE: BU=UPDATE, ?=HELP, Q=QUIT)
```

STEPS:

1. **Make desired changes and hit <ENTER> and changes will be accepted.**

```
08/30/1999 01:57PM              PROMIS PR OPEN                    PAGE
    1

ITEM #   PR #    SP C-A BUYR    EST TOTAL $         DESCRIPTION       TPA
------ --------- -- --- ---- ------------------- ------------------------ ---

   1.  111111111      22-C                        DUMMY PR FOR CLASS
   2.  19EDC4839      22-C         23,000.00      RETRACTABLE PIN TOOL      30
                                                  LOAD-DETECTING UPGRADE
   3.  1921C3723      22-C         29,000.00      REPLACEMENT VACUUM        30
                                                  SYSTEM FOR MARTIAN
                                                  SIMULATION CHAMBER
   4.  1921C4062      22-C         20,500.00      TEMPERATURE/HUMIDITY      30
                                                  CHAMBER
   5.  1921C4380      22-C         18,050.00      LAB VACUUM MIXER          30
   6.  1921C4633      22-C          3,995.00      TEMPERATURE AND           30
                                                  HUMIDITY RECORDERS
   7.  1921C4694      22-C         27,090.00      POTENTIOSTAT              30
   8.  1921C4729      22-C          3,050.00      THERMAL SPRAY             30
                                                  REPLACEMENT PARTS
   9.  1921C4739      22-C          2,700.00      PLASMA SPRAY ANODES       30

PILB030I MODE: LI SEL: B ITEM # 0    (DI=DETAIL, LI=LIST, ?=HELP; Q=QUIT)
```

NOTE:

- **Hitting <ENTER> brings you back to the "LI" mode and continues the inquiry session starting with the updated record.**

- **UPDATE FIELDS**

```
08/30/1999 02:01PM     PROMIS PR OPEN BUYER UPDATE OPTION        ITEM #: 0000
 PR #: 111111111 SUP #:    CA #:     DO #: 0   TPA CODE: __ KPO #: _____
BUYER: 22-C GLORIA  COFFEY             EXT: 9187    ORIG: AB01     INC FUND: _
DUMMY PR FOR CLASS_____     NEEDED:            COORD: 0      EMER FLAG:
_____     CREATED: 08/30/1999 FED SUP: 0      HQ FLAG: 0
_____  LEAD TIME:  0           AGE:  0  MIDRANGE DISP: __
_____  LAST UPDT: 8/30/1999  14:01 ALLISPS
_____  SYN REL DT: _____      EST SOL REL DT: _____
------ PR REMARKS ------      --- ACCOUNTING CODE ----  EXP FNDS      COMMITED $
_____  1. 928347239487239487239487            10,000.00
_____  2.                                           .00
_____  3.                                           .00
_____                       TOTAL CMTD $:           .00
_____                       EST $: 000000010000.00
-- MILESTONE --    SCHED     RESCHD   *   ACTUAL STEP    DATE   -DESCRIPTION-
1. PROC PKG CMPL            _____ _ _____  - _____
2. SOLICIT ISSUE           _____ _ _____  - _____
3. PROPOSAL RCVD           _____ _ _____  - _____
4. TECH EVAL               _____ _ _____  - _____
5. PRICING RPT             _____ _ _____  - _____
6. NEGOTIATED              _____ _ _____  - _____
7. AWARD                   _____ _
PILB060I MODE: BU SEL: B (MODE: BU=UPDATE, ?=HELP, Q=QUIT)
```

The following fields may be updated by buyer online thur Buyer Update.

- **TPA CODE – TPA codes can be assigned in buyer update, but once assigned, cannot be changed. You may submit an 1850-a to PROMIS Entry to assign or to reassign.**

- **KPO # - Required for contract administration TPA's (01, 02, 06) and must be a valid awarded contract number.**

- **BUYER CODE – May be reassigned. Once the assignment is complete only the current buyer may update the record.**

- **DESCRIPTION – Change as desired.**

♦ **UPDATE FIELDS (continued)**

- **PR REMARKS – Change as desired. Remarks will be printed on the Buyer Status Report.**

- **EST $ - Type the desired numeric characters over the existing amount. Leading zeroes are required, Fifteen spaces are required to be filled in this area (counting the decimal and the two zeros following the decimal. For instance, $10,000.00 would be written as 000000010000.00). Spaces, commas, or other alpha characters are not permitted.**

- **MILESTONES – Rescheduled milestone dates may be entered, however once you have determined a schedule the computer will not update the schedule again. You may return to automatic scheduling by removing all the asterisks, by spacing them out, next to the rescheduled dates. All dates must be valid working days, in MM/DD/YYYY format, and be in ascending order.**

- **INTERIM MILESTONES – These dates are used to further explain the PR schedule. Select the appropriate code and enter a valid working day in MM/DD/YYYY format. Only the last Interim Milestone will appear on your Buyer Status Report if that date is after the last actual milestone date.**

PRINTING

- ## REPORT MODE

  - ### Enter by placing a "P" in the second position of the MODE field and hitting <ENTER>.

```
THE REPORT WILL BE ROUTED TO THE REQUESTED SERVER AND PRINTER

'F5' - RETURN TO CRITERIA SELECTION
'F6' - RETURN TO FIELD SELECTION




IF THE SERVER OR PRINTER NAME IS BLANK OR INVALID
    A WINDOW WILL BE DISPLAYED REQUESTING PRINTER SELECTION
    BY BUILDING & ROOM NUMBER

PLEASE ENTER SERVER NAME:
           PRINTER NAME:



* NOTE:  DG & VAX PRINTERS ARE NO LONGER SUPPORTED BY PROMIS
```

This screen will appear with the last printer that you have used. This could be your default printer, if not the following steps will show you how to set up your default printer.

STEPS:

1. **Clear both server and printer names as shown above and hit <ENTER>.**

```
THE REPORT WILL BE ROUTED TO THE REQUESTED SERVER AND PRINTER


                    Netprint Upgrade Notification

  MSFC is currently reviewing printer workload.  In an effort to increase

  printing efficiency, some printers are being associated with new servers.

  Your existing server/printer combination has been reconfigured to a new

  server.  Please re-select your printer using the selection criteria on the

  next screen.  Once you have selected a valid printer and you have saved

  it as your default, you will no longer see this message. Thank you for

  your assistance.
                    (Press ENTER to continue)
```

STEPS:

1. Netprint Upgrade Notification, hit <ENTER>

```
THE REPORT WILL BE ROUTED TO THE REQUESTED SERVER AND PRINTER

    PRESS ENTER TO CONFIRM..
                          Printer Selection Criteria

               Press Enter to confirm printer selection or change
                    any selection criteria to invoke change.

    Search by: B [ B :Building or  S :Server/Node]
     Server/Node: _____                    Building: 4202_____
     Printer Id: _____ Room: _____
     Print Class: _
     =====================================================================
    Printer Information:
        Site Id:  6200              Type:
        Platform:                   Font:  L1SSTD1C
        Printer Description:

    PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Help  Prev  Next
```

To set up printer by building and room number follow these steps below.

STEPS:

1. **Move cursor to Search By,** *enter* **<B> to search by building.**
2. **Move cursor to Building,** *enter* **building number and hit <ENTER>.**

```
 THE REPORT WILL BE ROUTED TO THE REQUESTED SERVER AND PRINTER


                    Network Printer Selection Menu
             Mark the printer selection with an 'X' and press <ENTER>.
        Selection by: B [ B :Building S :Server/Node]  Building:   4202_____
                                                      Room No: _____
        Selection Server/Node Building    Room       Printer Description
            _        PRT4202    4202      127         HP LaserJet 5 PS
            _        MSFC-PRT1  4202      127         APPLE LASERWRITER 16/600
            _        PRT4202    4202      132A        HP LASERJET 4050_PS
            _        MSFCNWPRT1 4202      2ND         TEKTRONIX PHASER III PXI
            _        PRT4202    4202      200         HP LaserJet 5 PS
            _        PRT4202    4202      200A        HP LaserJet 5 PS
            _        PRT4202    4202      202         HP LaserJet 5 PS
            _        PRT4202    4202      203         HP LaserJet 5 PS
            _        PRT4202    4202      205         HP LaserJet 5 PS
            _        PRT4202    4202      207         HP LaserJet 5 PS


      PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Help  Prev  Next                  Up     Down
```

This screen will show the printers listed by the building and room number that was entered on previous screen.

STEPS:

1. Find room number, if not on first list of printers, scroll down to the next list by using the F8 key.
2. Select printer by moving cursor, not mouse by the correct printer and <ENTER>.

```
THE REPORT WILL BE ROUTED TO THE REQUESTED SERVER AND PRINTER

'F5' - RETURN TO CRITERIA SELECTION
'F6' - RETURN TO FIELD SELECTION



IF THE SERVER OR PRINTER NAME IS BLANK OR INVALID
   A WINDOW WILL BE DISPLAYED REQUESTING PRINTER SELECTION
   BY BUILDING & ROOM NUMBER

PLEASE ENTER SERVER NAME: PRT4202
            PRINTER NAME: 4202_207_A



* NOTE:  DG & VAX PRINTERS ARE NO LONGER SUPPORTED BY PROMIS



ARE YOU SURE THE ABOVE INFORMATION IS CORRECT (YES OR NO)? YES
DO YOU WANT TO MAKE THIS YOUR NEW DEFAULT PRINTER(Y/N)? YES
```
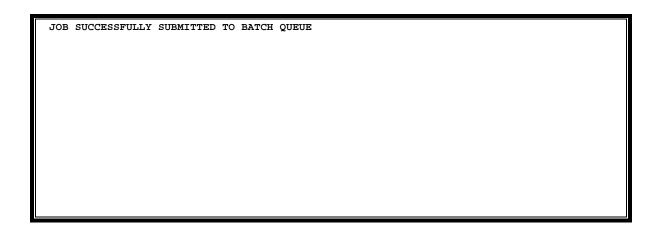
STEPS:

1. **The server and printer name will appear in the proper areas. If not correct, follow all previous steps again. If correct, *enter* "Yes".**
2. ***Enter* "Yes" if you want this printer to be your default printer.**
3. **<ENTER>**

```
JOB SUCCESSFULLY SUBMITTED TO BATCH QUEUE
```

This message above will appear on you screen if all steps have been followed and you report will print out on the printer you just selected.

STEPS:

1. Hit <ENTER> to return to the previous selected screen.

- **SCREEN PRINTS**

STEPS:

To print the screen that is on your monitor, select File at top of screen and select PRINT SCREEN.

- **HANDCARRIES**

  - **Unless it is an Emergency PR, all handcarries should be taken to Distribution/4202 RM 110. A copy is made and forwarded to PROMIS for entry into the system. Emergency PR's are brought directly to PROMIS Data Entry Personnel. The data is entered, the PR is stamped, and returned to the handcarrier. Then the handcarrier takes the PR to the buyer.**

  - **All personnel using the hand carry method are encouraged to process the paperwork through Distribution before hand delivering to the negotiator.**

  - **The negotiator is responsible for ensuring that entry has been made on all handcarries by checking via PROMIS on-line or the Buyer Status report. Any omissions should be forwarded immediately to PROMIS entry.**

  - **The entry backlog in PROMIS is cleared on a daily basis.**

TIPS

Cursor Not Responding

If you can not get your computer to respond, it may be that you have moved your cursor where there is not a field that can be updated. You may see an "X" and a little figure in the bottom left corner of your screen, if this happens hit the <CTRL> button. This will remove the "X" and the little figure and will allow your cursor to be moved again. Hit your <TAB> button and the cursor will move to the next closest field.

Moving Cursor thru Data Fields

To move around on the screen from field to field, use the TAB key to get to the next field or Shift/Tab to move back to the next available field.

Changing Screens

Always hit <ENTER> to get off that screen or go to the next document. If you use the pause key or click on the "X" at the top of the screen or exiting, this will hang or lock up that document up to an hour. This will prevent any one from looking or updating that document or may blow up any reports that may be running at that time.

Logging Off PROMIS

Log off from PROMIS properly by using your mouse and click on "File" at the top of the screen and click on "Exit". A box will appear and ask you if you want to Quit or Resume this will insure that all functions will be closed properly.

Numbering Sequence for Award Document Lookup

To look up contracts, grants and purchase orders, do not use any spaces or dashes. When looking up grants the format is as follows: NCC8-65: NCC**008065** for grant or cooperative agreement with 2 digits at the end, add 0's where underlined, NCC8-165: NCC**008165** for grant or cooperative agreement with 3 digits at the end, add 0's where underlined. NCC8-1165: NCC8**01165** for grant or cooperative agreement with 4 digits at the end, add 0's where underlined.